



Procurement and Contracts  
Texas SmartBuy PO # 23111760  
Business Unit # 320AD  
Purchase Order # 23-0002782

Page: 1 of 2

Payment N/A Freight N/A Ship Via: N/A PCC: X Date: 02/27/23 PO Method: DG Dispatch: Dispatch Rev Dt:  
Terms: Terms: Via Print

PLEASE NOTE: ADDITIONAL TERMS AND CONDITIONS MAY BE LISTED AT THE END OF THE PURCHASE ORDER.

Vendor: ODP BUSINESS SOLUTIONS LLC  
PO BOX 660113  
DALLAS TX 75266-0113  
United States

Ship To: Texas Workforce Commission  
4800 N LAMAR BLVD  
AUSTIN TX 78756  
United States

Vendor ID: 1862161688

Purchaser: Rubyna M Ochoa

Phone: (737) 295-0317

Fax:

Email: rubyna.ochoa@twc.texas.gov

Bill To: APPO@twc.texas.gov or

Texas Workforce Commission  
101 E 15TH ST  
RM 470  
AUSTIN TX 78778-0001  
United States

TWC Prefers Electronic Submission

PO Information:

TXMAS-20-7501

Attn:

Lynnette Swonke

512-377-0327

lynnette.swonke@twc.texas.gov

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
1-1	4475707 TUL® GL SeriesRRetractable Gel Pens, Medium Point, 0.7 mm, Pearl White Barrels, Blue Ink, Pack Of 12 Pens	620/80	1.0000	PAK	\$7.60000	\$7.60	03/17/2023

Schedule Total \$7.60

ReqID:

0000041136

Item Total for Line # 1 \$7.60

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

02/27/2023



Procurement and Contracts  
Texas SmartBuy PO # 23111760  
Business Unit # 320AD  
Purchase Order # 23-0002782

Page: 2 of 2

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
2-1	2BG05P8 TUL Retractable Gel Pens, Bullet Point, 0.5 mm, Gray Barrel, Assorted Bright Ink Colors, Pack Of 8	620/80	1.0000	PAK	\$8.08000	\$8.08	03/17/2023
						Schedule Total	\$8.08
						ReqID:	0000041136
						Item Total for Line # 2	\$8.08

Line-Sch:	Line Description:	Class/Item:	Quantity:	UOM:	Unit Price:	Extended Amt:	Due Date:
3-1	ZEB45311 Zebra® Sarasa® Grand Retractable Pen, Medium Point, 0.7 mm, Rose Gold Barrel, Black Ink	620/80	4.0000	EA	\$8.39000	\$33.56	03/17/2023
						Schedule Total	\$33.56
						ReqID:	0000041136
						Item Total for Line # 3	\$33.56

Total PO Amount \$49.24

All Shipments, Shipping papers, invoices and correspondence must be identified with our Purchase Order Number. Over shipments will not be accepted unless authorized by Purchaser prior to Shipment.

**IMPORTANT CONDITIONS OF ORDER**

This will be your authority to deliver, in accordance with instructions above and the terms of any existing contract agreement, accepted informal bid or quotation, the articles or services listed below. Containers, invoices and correspondence relative to this order must bear the purchase order number. Unless otherwise stipulated, freight charges are included in the unit price. If we previously agreed to pay transportation charges, shipments are to be made prepaid FOB destination and charges added to the invoice.

\* PAYMENT cannot be made until ALL items on this order are received, inspected and accepted unless we previously agreed to a partial payment.

\* ALL Invoices MUST match this PO by Line Number, Description, Quantity, Amount and include Delivery Date for Prompt Payment.

\* Purchase subject to TWC Terms and Conditions (Attachment I).

The State of Texas is exempt from all Federal Excise Taxes.

Tax Exempt ID -742764775.

STATE and CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Texas Tax Code, Section 151.309(4), for purchase of tangible personal property described on this numbered order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

Authorized Signature

*Sonya Bebley, CTCD, CTCM*

Sonya Bebley, CTCD, CTCM

02/27/2023